

**Communications Specialist**  
**Pay Band 3 or 4**  
**(\$44,070 to \$67,704 per annum)**  
**Open Competition**  
**Fredericton**

*Proactive • Professional • Accountable • Client Focused*

Opportunities NB (ONB) is New Brunswick's lead business development corporation working with companies inside and outside the province to drive economic growth and job creation in the province. A nimble, results-driven and client-centric organization, ONB is a Crown Corporation, strategically led by a private sector Board of Directors, made up of business leaders from New Brunswick companies and academia. ONB believes strongly in the future of New Brunswick and since its inception on April 1, 2015, has successfully been the catalyst for competitive and innovative economic growth and job creation for the benefit of New Brunswick today and for generations to come.

Recognized as one of Canada's Most Admired Corporate Cultures for 2018 and recognized as Atlantic Canada's Top 25 Employers for three consecutive years, in 2017, 2018 and 2019, ONB is seeking an experienced and exceptional Communications Specialist to join its Corporate Communications team in Fredericton, NB. Join a dynamic team of business professionals who are passionate about growing New Brunswick's economy, are committed to giving back to the community, and value making a difference.

**Love where you work. Love what you do. Come work for us.**

**Who are you?**

- You have 2-4 years of related experience and have demonstrated success in a communications role.
- You have a post-secondary degree, preferably in Communications, Journalism, Public Relations or a related field.  
\*\*An equivalent combination of education, training, and experience may be considered.\*\*
- You have exceptional writing and editing skills, including the ability to write for a variety of audiences and communications mediums.
- You are at your best when you are challenged and thrive on getting results.
- You understand the role of an economic development agency in growing the province's economy.
- You are professional with a high degree of integrity and accountability.
- You recognize and consistently meet the unique needs of your clients – and your clients agree!
- You are focused and pride yourself on your attention to detail.
- You are equally comfortable and effective working with Executives, external stakeholders, clients and all levels of the organization.

- You are recognized for your attention to detail, organizational skills and ability to prioritize deliverables.
- You thrive when working on multiple projects and are recognized for delivering outstanding work within tight deadlines.
- You thrive on successfully meeting deadlines and producing results.
- You enjoy collaborating with a dynamic team and are continuously seeking ways to add value.
- You are recognized for your ability to work autonomously and achieve results with minimal supervision.
- You recognize that sometimes simple solutions are best and small touches go a long way.
- You value recognition, giving back to the community and comradery with your colleagues.
- You work hard and are fun to have around.

**As a Communications Specialist, you will:**

- Report to the Director of Communications.
- Develop communications plans and strategies.
- Write and edit communications materials for multiple audiences and mediums within tight timelines.
- Coordinate media relations, including writing press releases and statements, maintaining media lists, and collecting media mentions.
- Plan and attend media announcements and events, working with a variety of internal and external stakeholders on a regular basis.
- Develop and implement innovative and creative communications solutions.
- Other duties as required.

**Language:**

Written and spoken competence in English and French is required. ***Please state your language capability.***

**Operational requirement:**

This position is located in Fredericton, NB with occasional travel and work beyond regular business hours (8:15-4:30).

**What can ONB offer you?**

- Comprehensive benefits package which includes paid vacation, Health and Dental Plan, Life Insurance, and the New Brunswick Public Service Pension Plan.
- Career growth, development and continuous learning opportunities.
- Opportunity to be involved in ONB events that give back to our community.
- Positive and inclusive work culture.

**How to apply?**

- Candidates are required to demonstrate on their applications how, when, and where they have acquired the qualifications and skills required for this position.
- Resumes should be in chronological order specifying the beginning and end dates in month and year format for all completed education and employment including part-time and full-time employment.
- ***Please ensure that preferred language for assessment is identified on your resume.***

We encourage applicants to apply on-line at [www.ere.gnb.ca](http://www.ere.gnb.ca), by e-mail to [humanresources@onbcanada.ca](mailto:humanresources@onbcanada.ca) or by mail to the following address by **February 18, 2019** indicating competition number: **ONB 19-01**.

HSBC Place  
Human Resources  
4<sup>th</sup> floor, 520 King Street  
Fredericton, NB E3B 6G3

***We thank all those who apply however only those selected for further consideration will be contacted.***

*Candidates registered with the [Equal Employment Opportunity Program](#) and veterans, who demonstrate they are among the most qualified, shall be given preference at the time of appointment.*

*This competition may be used to fill future vacancies at the same level.*